



# MENDOCINO COUNTY EMPLOYMENT OPPORTUNITY

## PUBLIC SAFETY DISPATCHER \$2571 - \$3125/MO.

FINAL FILING DATE: Continuous

JOB BULLETIN #4153A

### **RETENTION PREMIUM**

Employees will receive a 3% increase in base pay after completion of 5 years of service and will receive an additional 2% increase in base pay after 10 years of service, for a total of 5% of base pay.

### **THE POSITION**

To receive, process, and transmit two-way radio and telecommunications messages, complaints, and/or emergency calls. Receives and dispatches routine and emergency radio, teletype, and other communications media messages. Receives and processes inquiries, complaints, information, and emergency calls from the public. Analyzes, evaluates, and determines appropriate responses to situations requiring law enforcement and intervention. Determines proper jurisdiction, personnel, and/or equipment to be dispatched. Contacts and coordinates the exchange of information for resolving complaints and requests with other emergency agencies. Maintains and records contacts with field patrol units; receives and processes routine business calls; maintains records and files. Trains and/or assists with the direction of new personnel in the operation of the radio and telecommunications equipment. Performs other related duties as required.

### **JOB REQUIREMENTS AND QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Requires valid California driver's license. Knowledge of the communities, roads, major landmarks and geography of Mendocino County; of operation and functions of the Sheriff's Department and other public safety agencies. Ability to communicate effectively and tactfully in both oral and written form; to perform several mental and physical tasks simultaneously; and to work rotating shifts, including nights, weekends, and holidays.

A combination of education and experience that would demonstrate possession of the knowledge and ability listed above. An example of qualifying education and experience would be equivalent to high school graduation and one year of clerical experience and successful completion of the POST Public Safety Dispatcher Basic Course; or the ability to successfully complete the course within one year of appointment.

### **SELECTION PROCEDURE**

Applicants meeting the minimum qualifications will be invited to participate in an examination consisting of a written test (pass/fail), and for those who achieve a passing score, an interview with a qualifications appraisal board (oral examination, weight 100) or, an unassembled exam consisting of an evaluation of education and experience will be administered. Applicants must attain a minimum passing score of 70 for placement on the employment list. Applicants certified to the Sheriff's Office as eligible will undergo a thorough background investigation, including a polygraph examination and drug testing. Special Testing: Arrangements may be made to accommodate disabilities or religious convictions. Phone Human Resources at (707) 463-4261 to discuss needed arrangements.

To obtain requisite application contact: Human Resources, 501 Low Gap Road, Room 1050, Ukiah, CA 95482. (707)-463-4261; Job Line (707)-463-5424; FAX (707)-468-3407; TDD (800)-735-2929; or website: [www.co.mendocino.ca.us/hr](http://www.co.mendocino.ca.us/hr) 02/01/01

**24-HOUR JOB LINE  
(707) 463-5424**

E-mail: [HumanResources@co.mendocino.ca.us](mailto:HumanResources@co.mendocino.ca.us)  
[www.co.mendocino.ca.us/hr](http://www.co.mendocino.ca.us/hr)

**APPLY TO: Mendocino County Human Resources Department**  
501 Low Gap Road, Room 1050  
Ukiah CA 95482  
707/463-4261 w/TDD 800/735-2929

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**